Introducing

Microsoft Office XP

Objectives

- ► **Define the Office XP Suite**
- ► **Create a document with Word 2002**
- ► **Build a worksheet with Excel 2002**
- ► **Manage data with Access 2002**
- ► **Create a presentation with PowerPoint 2002**
- ► **Browse the World Wide Web with Internet Explorer**
- ► **Integrate Office information**
- ► **Manage office tasks with Outlook 2002**

Microsoft Office XP is a collection of software programs designed to help you accomplish tasks quickly and efficiently. Each Office program is designed to complete specific tasks and has similar buttons and commands to make switching among the programs easy and seamless. The Microsoft Office programs are supplied together in a group called a **suite** (although you can also purchase them separately). Suite programs are designed so that you can easily transfer information among them. This unit introduces you to the Microsoft Office suite programs, as well as to MediaLoft, a nationwide chain of bookstore cafés that sells books, CDs, DVDs, and videos. By exploring how MediaLoft uses Microsoft Office components, you will learn how each program can be used in a business environment.

Defining the Office XP Suite

Microsoft Office XP is a collection of software programs known as **business productivity software** because it helps business people work efficiently. Office is available in several configurations, and the most commonly used programs are Word, Excel, Access, PowerPoint, and Outlook. Internet Explorer is a Web browser that comes with Windows and can be downloaded from the Web. The Office programs have a similar "look and feel," and are designed to exchange information seamlessly. All MediaLoft employees use Office programs to create business documents, communicate with associates, and access the Internet. See Figure A-1 for an overview of MediaLoft's stores and Figure A-2 for sample Office documents.

Details

▶ The basic tools: Microsoft Office XP Suite components

The Office suite components work individually and with each other to help people accomplish tasks and work together. **Microsoft Word** lets you create powerful text documents. Isaac Robinson, the marketing director of the MediaLoft Chicago store, uses Word to create letters, reports, faxes, and flyers. You can automatically calculate and analyze data with **Microsoft Excel**. Jim Fernandez, MediaLoft's office manager, uses Excel to create budgets, financial statements, and payroll summaries. **Microsoft Access** lets you organize, track, and update complex data. Kelsey Lang, a MediaLoft marketing manager, uses Access to create and maintain a customer information database. You can create powerful visual presentations using **Microsoft PowerPoint**. Maria Abbott, MediaLoft's general sales manager, uses PowerPoint to create a slide show summarizing the company's performance; she will show it at an annual meeting of store managers. You can easily track contacts, appointments, and e-mail with **Microsoft Outlook**. Marketing manager Alice Wegman uses Outlook to stay in touch with MediaLoft employees around the world.

Internet Explorer lets you stay in touch with information on the Internet and World Wide Web. Alice Wegman, a MediaLoft marketing manager, uses Internet Explorer to find out about competitors in geographic areas the company is considering as sites for expansion.

▶ Working together: Program compatibility and integration

Because the Office suite programs have a similar "look and feel," you can use your knowledge of one program's tools in other suite programs. For example, you can use the same commands and icons for common tasks such as printing and saving. Office documents are **compatible** with one another, meaning that you can easily place, or **integrate**, an Excel chart into a PowerPoint slide, or you can insert an Access table into a Word document. You can specify that information in one file be automatically updated whenever information in another file changes. The Office programs also share a common dictionary, so that special words you use often can be used consistently across all of your Office documents. And you can use the Office Clipboard to easily transfer up to 24 entries between any Office programs.

▶ Supporting collaboration and teamwork: The new business model

Office supports the way people do business today, which emphasizes communication and knowledge sharing within companies and across the globe via company intranets and the Internet. All Office programs include the ability to share information over the Internet—called **online collaboration**. Employees can share documents, schedule online meetings, and have discussions over the World Wide Web. Office supports teamwork by allowing people to share documents and team members' feedback that can all be incorporated in one place.
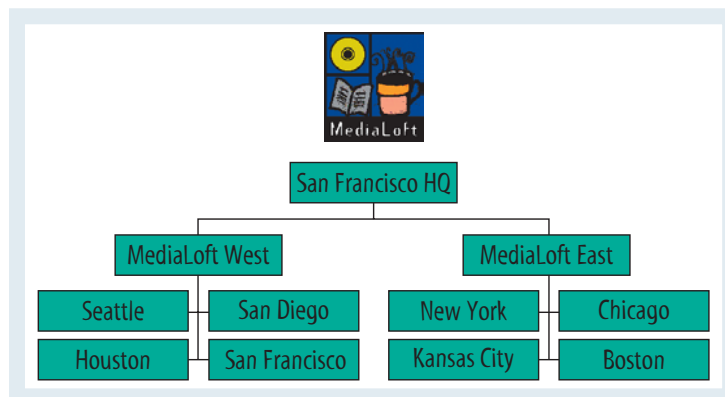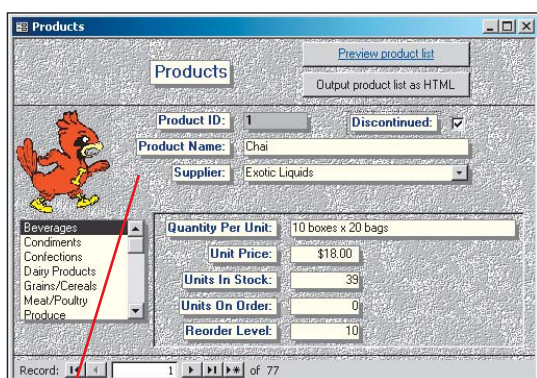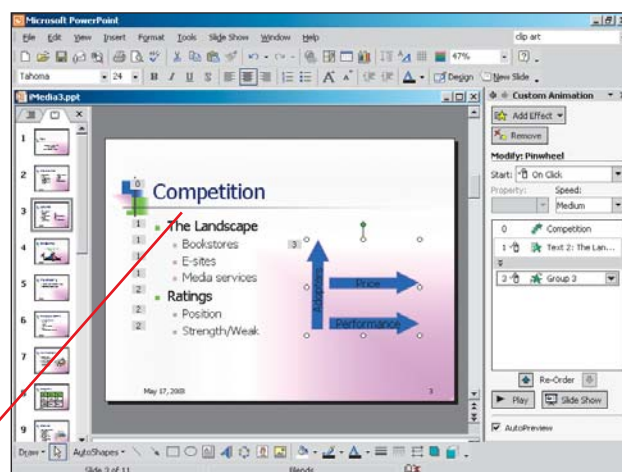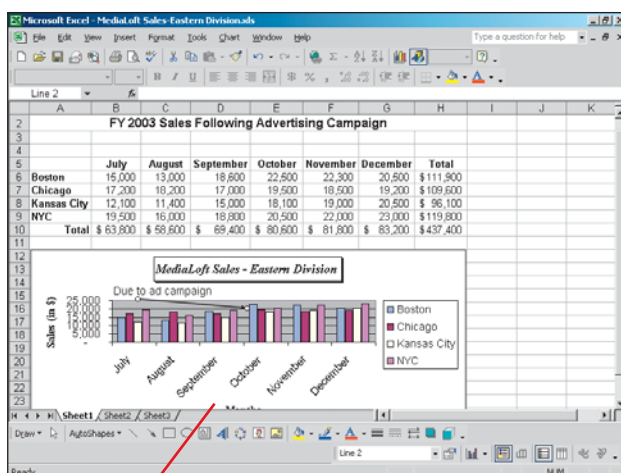
FIGURE A-1: MediaLoft stores

FIGURE A-2: Office documents created by MediaLoft employees

Access database tracks café inventory supply and value

PowerPoint creates persuasive slides for presentations

Analyze and present data with Excel

Create powerful documents with Word

Creating a Document with Word 2002

Microsoft Word 2002 is a **word processing** program that allows you to create and edit text documents. You can also format text with characteristics such as bold and italics to make text information easier to understand and to make important information stand out. You can use a word processor to create reports, memos, or letters that contain text, tables, and graphics. Sophisticated text-handling tools, such as an electronic thesaurus, indexes, and footnotes make Word ideal for long and complex text documents such as books. ✐ MediaLoft employees use Word to create documents for the company's Annual Report. The memo requesting information for the report is shown in Figure A-3. The memo contains the kinds of elements that make a document readable and professional looking.

Details

The following are some of the benefits of using Word:

► **Enter text quickly and easily**

Word makes it easy to enter and edit text. Rather than having to retype a document, you can rearrange and revise the text on-screen. Bullets or numbers can make lists more attractive and easier to understand. When you move items in a numbered list, Word automatically corrects the numbers to reflect the new order.

► **Organize information in a table to make it easier to read**

Some information is easier to read in rows and columns, and it's easy to create and modify a table in Word. Once you create a table, you can edit its contents and modify its appearance using your own formatting or predesigned formats. You can always sort table data without any additional typing.

► **Create error-free copy**

You can use the Word spelling checker after you finish typing to help you create error-free documents. It compares each word in a document to a built-in dictionary and notifies you if it does not recognize a word. The Word AutoCorrect feature can automatically correct misspelled words as you type them. Word provides entries for commonly misspelled words, and you can also add your own.

► **Combine text and graphics**

Using Word, you can combine text and graphics easily in the same document.

► **Communicate with others**

You can use special Word features to communicate with teammates. For example, you can insert **comments** within a document that coworkers can see. You can use the **tracking** feature to keep a record of edits and view edits others make in a document. Figure A-3 shows a Word document containing tracked changes, text, and graphics as they look on the screen; Figure A-4 shows the printed memo.

► **Add special effects**

Word lets you create columns of text, drop caps (capital letters that take up two or three lines), and WordArt (customized text with a three-dimensional or shadowed appearance), adding a polished quality to your documents.
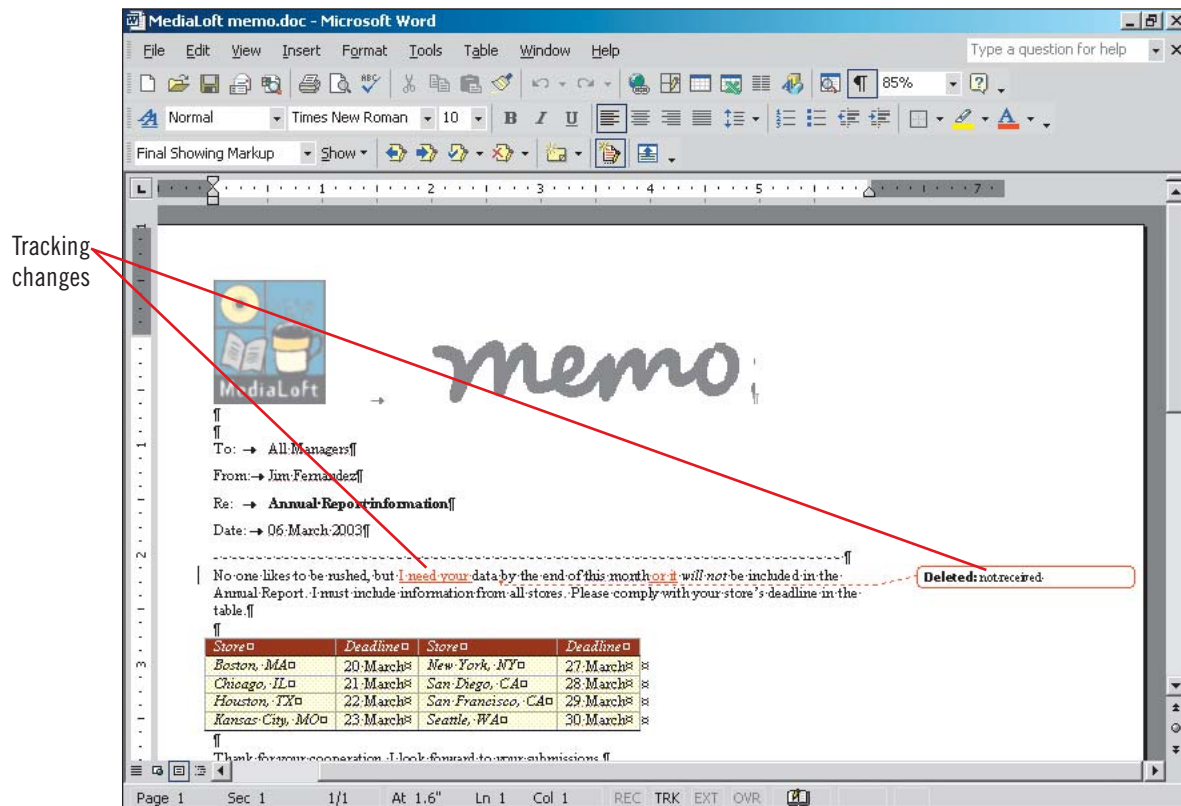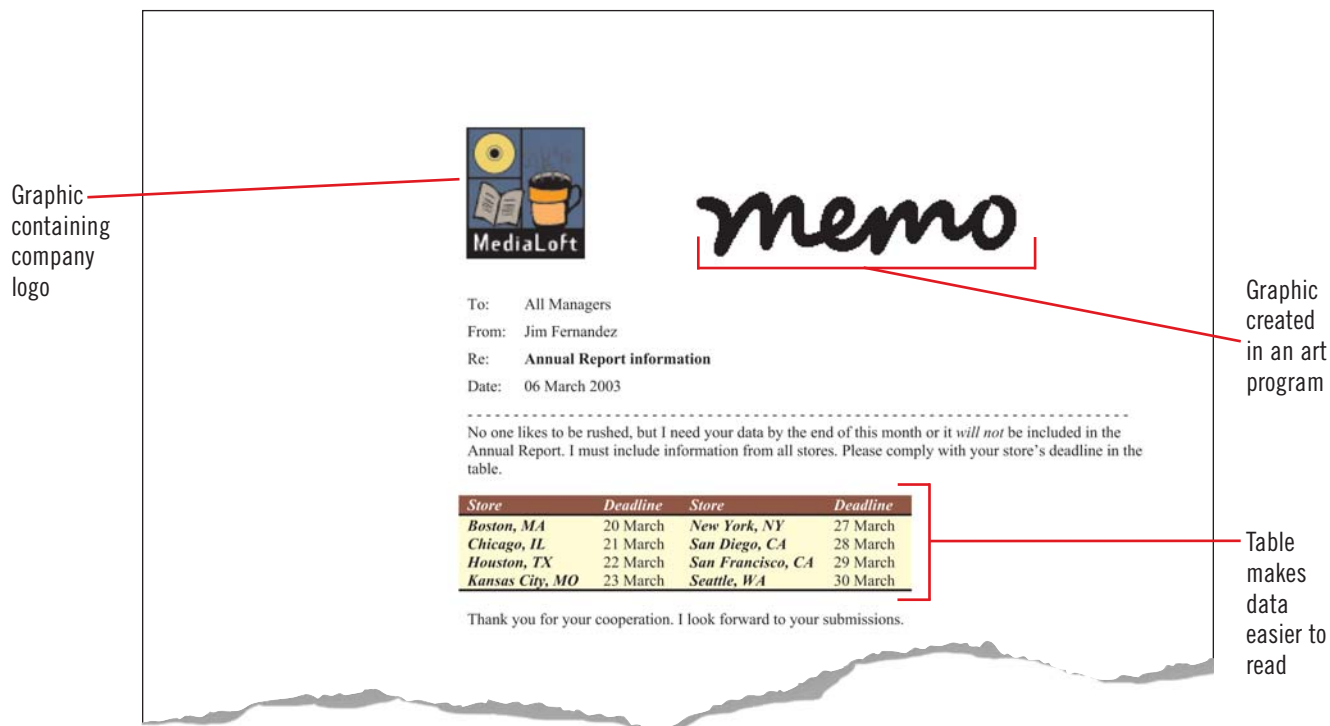
Tracking changes

Graphic containing company logo

Graphic created in an art program

Table makes data easier to read

Building a Worksheet with Excel 2002

Microsoft Excel 2002 is a **spreadsheet** program you can use to analyze data, perform calculations, and create charts. Excel performs numeric calculations rapidly and accurately. Like traditional paper-based spreadsheets, this electronic spreadsheet contains a **worksheet** area that is divided into columns and rows that form individual cells. **Cells** can contain text, numbers, formulas, or a combination of all three. ✐ MediaLoft employees use Excel to store and analyze sales data as well as other numeric information they have collected. They can then format the data for insertion into the Annual Report.

Details

The following are some of the benefits of using Excel:

▶ **Calculate results quickly and accurately**

With Excel, you can enter data quickly and accurately using formulas. Excel then calculates the results.

▶ **Recalculate easily**

Excel recalculates data easily by updating information automatically when you change or correct an entry.

▶ **Perform what-if analysis**

Because Excel automatically recalculates formulas when data changes, you can ask "what-if?" and create a variety of business scenarios, such as, "What if the interest rate on a corporate credit card changes?" Anticipating possible outcomes helps you make better business decisions.

▶ **Complete complex mathematical formulas**

Using Excel, you can easily complete complicated mathematical computations by using built-in formulas. The program tells you what data to enter, then you fill in the blanks, saving you valuable time.

▶ **Communicate with others**

In today's offices it is common for a group of people to review the same document. Readers can use the Comments feature to attach explanatory comments to worksheet cells. You can also keep track of changes others make to your worksheets by using powerful change-tracking tools.

▶ **Create charts**

Excel makes it easy to create charts based on worksheet information. With Excel, charts are automatically updated as worksheet data changes. The worksheet in Figure A-5 shows a bar chart that illustrates sales revenue for the eight MediaLoft stores over a three-year period.

▶ **Analyze worksheet data**

Worksheets containing data in a long list are easy to summarize and analyze quickly using the PivotTable feature. Once you create a PivotTable, you can chart its output. Without the PivotTable feature, it would be very difficult to analyze lengthy Excel data.

▶ **Create attractive output**

You can enhance the overall appearance of numeric data by using charts, graphics, and text formatting, as shown in Figure A-5. Figure A-6 shows the printed worksheet.

FIGURE A-5: Worksheet created in Excel
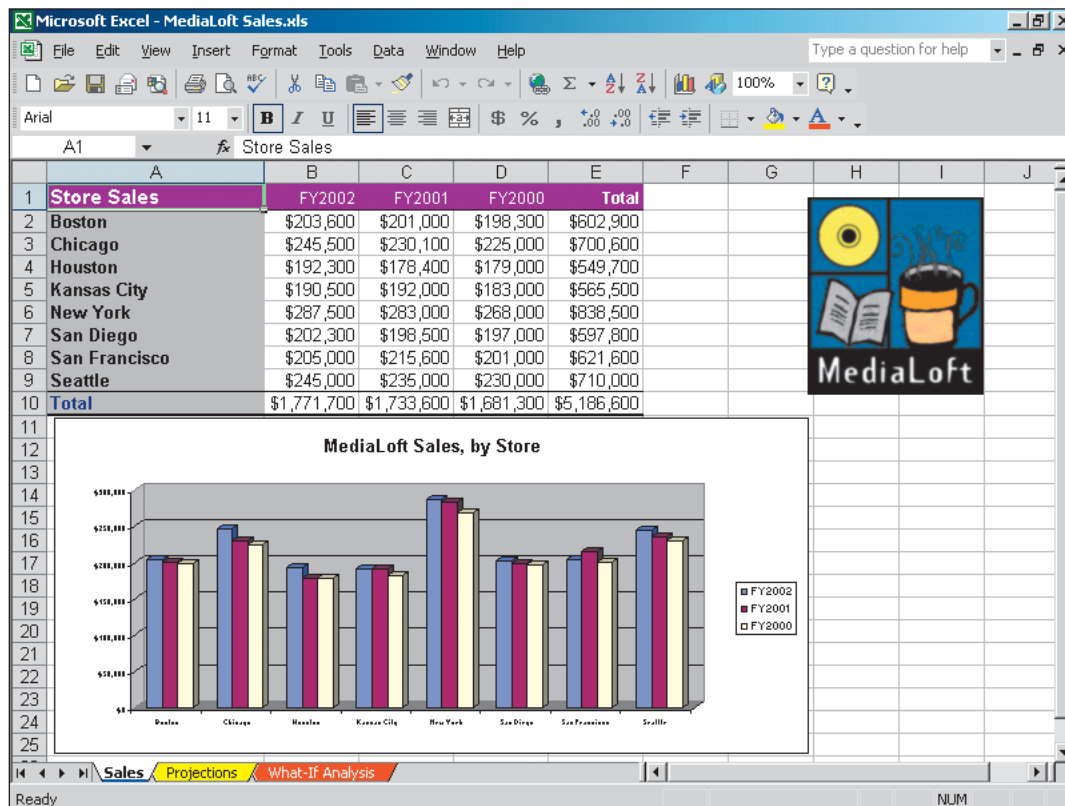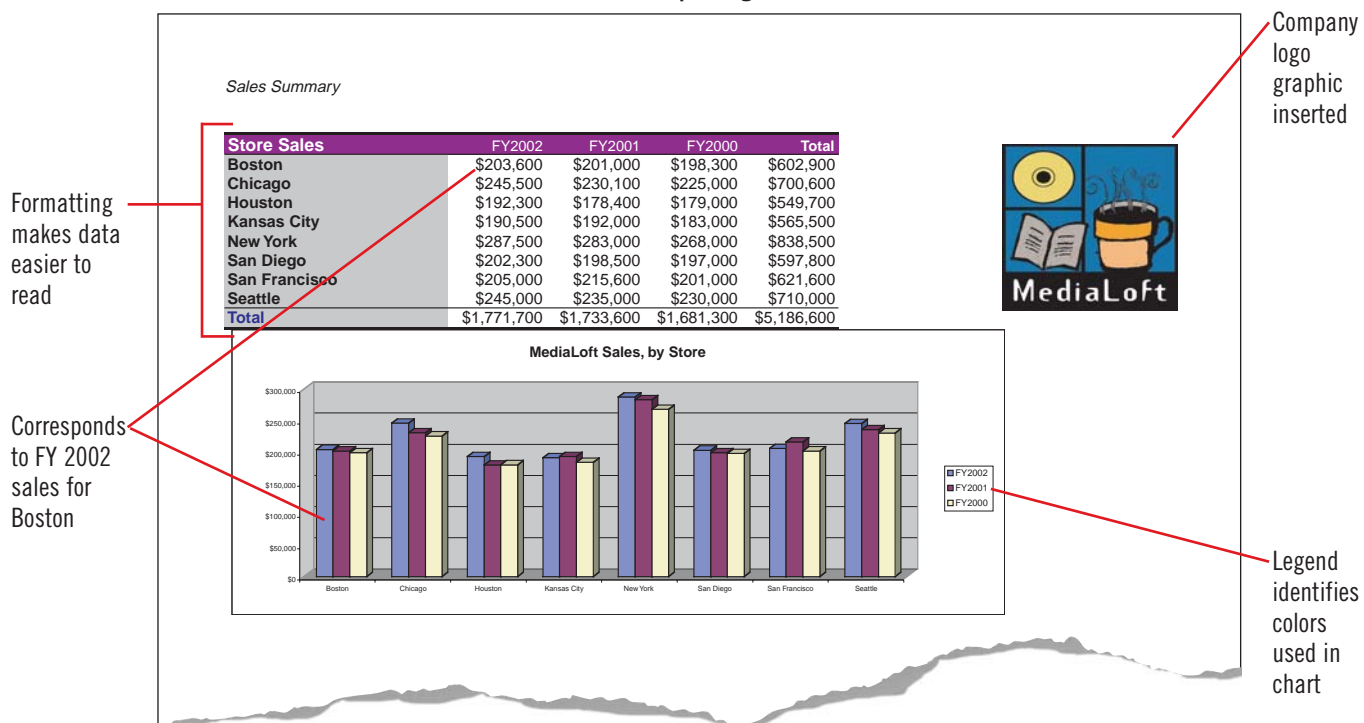

FIGURE A-6: Printout of annual revenue data with corresponding chart

Company logo graphic inserted

Formatting makes data easier to read

Corresponds to FY 2002 sales for Boston

Legend identifies colors used in chart

Managing Data with Access 2002

Microsoft Access 2002 is a database management system. A **database** is a collection of related information such as a list of employees, their Social Security numbers, salaries, and vacation time. A **database management system** organizes databases and allows you to link multiple groups of information. With Access, you can arrange and analyze large amounts of data in grids called **tables**, such as an inventory of products, or the members of a sales department. The tables in a database are related to one another by a common piece of information, such as a product number, which makes the database a powerful information retrieval tool. You can rearrange and combine the information in the tables in a variety of ways. For example, an inventory database might be listed alphabetically, by stocking location, or by the number of units on order. You might use a salesperson's name from a Sales Rep table and a product description from a Products table to create a sales report. A powerful database program like Access lets you use your data in a wide variety of ways. ✐ MediaLoft stores use Access databases to keep track of inventory. Information from these databases is used to generate inventory lists and data for the Annual Report.

Details

The following are some of the benefits of using Access:

► **Enter data easily**

Employees can enter data in an existing table as the database grows or changes. Because Access organizes the data for you, the order in which you enter items is not a concern.

► **Retrieve data easily**

Access makes it easy for you to specify **criteria**, or conditions, and then produce a list of all data that conforms to those criteria. You might want to see a list of products by supplier or a list of discontinued products. Figure A-7 shows an inventory table containing music sold at MediaLoft's stores.

► **Create professional forms**

You can enter data into an on-screen form that you create in Access. Using a form makes entering data more efficient, and you'll be less prone to making errors. Figure A-8 shows a screen form that the MediaLoft music department uses for data entry.

► **Create flexible, professional reports**

You can create a report that summarizes any or all of the information in an Access table. You can create your own layout, and add summaries of data within the report. For example, a MediaLoft inventory report could include all the information in the Music Inventory table, then be subtotaled by music category.

► **Add graphics to printed screen forms and reports**

Forms and reports can contain graphic images, text formatting, and special effects, such as WordArt, to make them look more professional.

FIGURE A-7: List of inventory items in Access

FIGURE A-8: On-screen Access data entry form

Inserted graphic

Formatted text

Creating a Presentation with PowerPoint 2002

Microsoft PowerPoint 2002 is a **presentation graphics** program you can use to develop slides and handouts for visual presentations. In PowerPoint, a **slide** is a "page" in an on-screen display called a **slide show**, in which consecutive images appear on a computer screen. The computer can be connected to a projector so a roomful of people can see the presentation. You can then use your on-screen slide content to create handouts, outlines, notes and 35-mm slides. Store managers present highlights of the Annual Report to MediaLoft executives using a slide show and notes created in PowerPoint.

Details

The following are some of the benefits of using PowerPoint:

▶ **Create and edit slides easily**

You can enter text directly on a PowerPoint slide, enabling you to see how your slide will look. After you have learned how to edit text in Word, you can use the same techniques in PowerPoint. You can cut, copy, paste, and move slide text quickly and easily.

▶ **Combine information from Office programs**

You can use data you create in Word, Excel, Access, and other Office programs in your PowerPoint slides. This means that you can easily insert a worksheet you created in Excel, for example, without having to retype the information.

▶ **Add graphics**

Predesigned images called **clip art**, an Excel chart, or a corporate logo can further enhance any presentation. PowerPoint comes with many clip art images and accepts the most commonly available graphic file formats. PowerPoint also allows you to create your own shapes and enhance text with special effects using WordArt. Figure A-9 shows a slide containing a chart created in Excel and a graphic image of a corporate logo.

▶ **Print a variety of presentation materials**

In addition to being able to print out a slide, you can also create many other types of printed materials. Notes printed with each slide can contain hints and reminders for the speaker or for the audience members, who might receive printed copies of the presentation slides. Figure A-10 shows notes in PowerPoint. You can also print other types of handouts for presentation attendees that contain a reduced image of each slide and a place for handwritten notes.

▶ **Communicate with others**

In many businesses, employees share information and often contribute to others' work. You can use the Comments feature to insert explanatory comments on a slide. This makes communication more efficient, because co-workers can point out areas that are unclear or particularly effective.

▶ **Add special effects**

You can create slides that use special transitions from one slide to the next. Animation effects allow you to determine how and when slide elements appear on the screen and which sound effects accompany them. You can add audio and video clips to make your presentation look professional.

FIGURE A-9: Slide created in PowerPoint

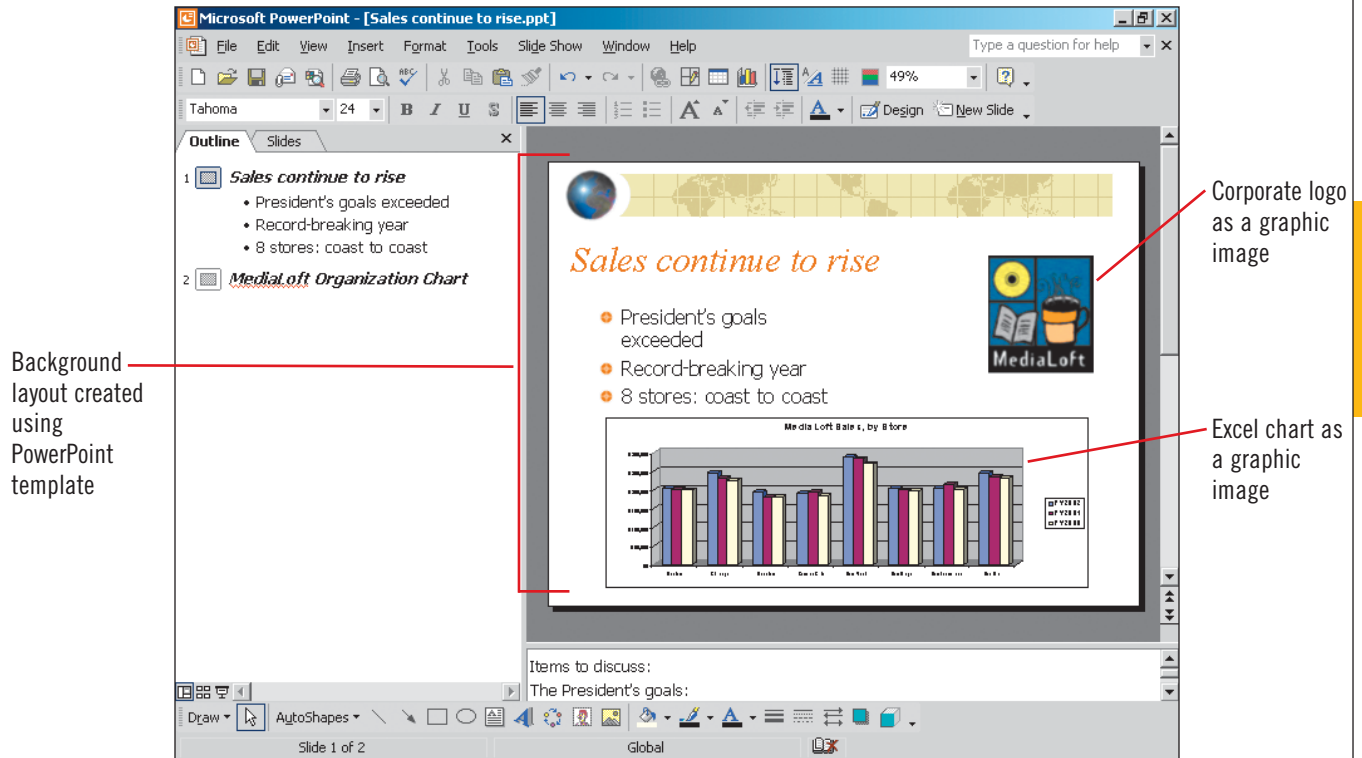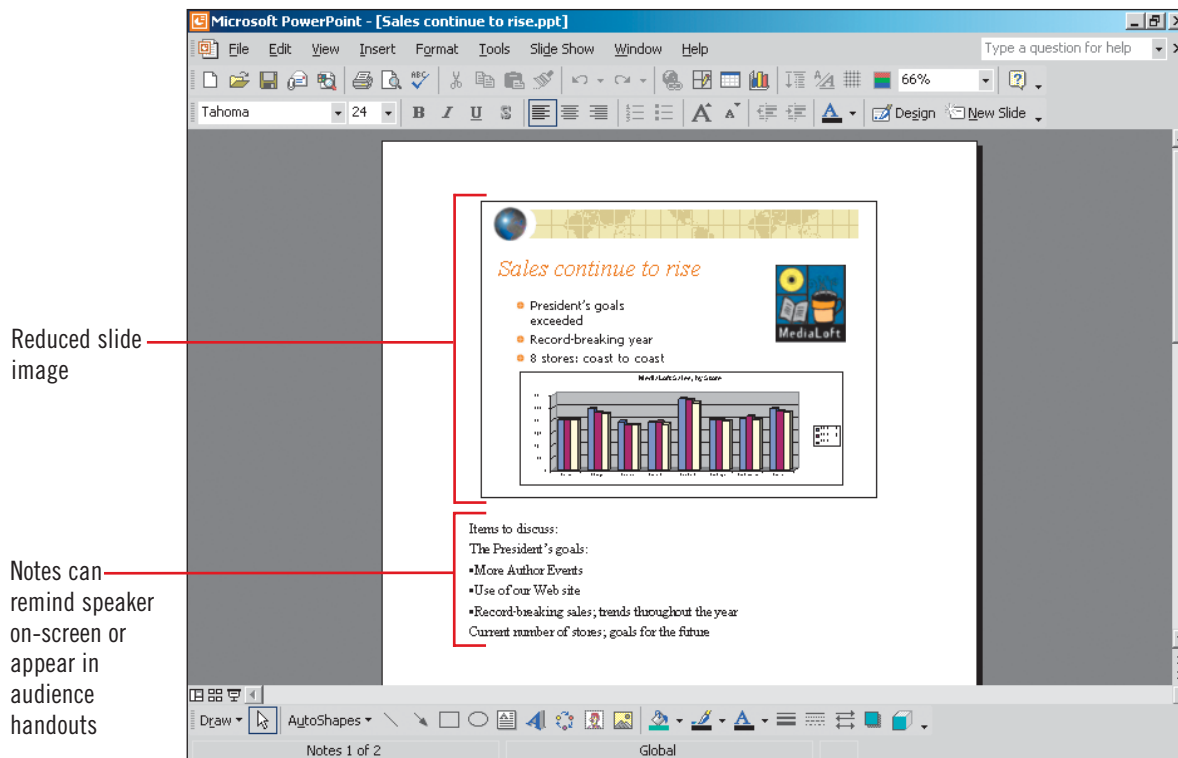Background layout created using PowerPoint template

Corporate logo as a graphic image

Excel chart as a graphic image

FIGURE A-10: Notes created in PowerPoint

Reduced slide image

Notes can remind speaker on-screen or appear in audience handouts

Browsing the World Wide Web with Internet Explorer

The **World Wide Web**—also known as the **Web**—is the part of the Internet that brings text, graphics, and multimedia information to your desktop. Internet Explorer is a **browser**, a program designed to help you view the graphic images and multimedia data on the Web. Many Web sites let you move to other sites with the click of your mouse using **links**, special areas that take you to different Web site addresses. MediaLoft employees keep informed on the latest trends and research competitors by using Internet Explorer.

Details

The following are some of the benefits of using Internet Explorer:

► **Display Web sites**

Once you're connected to the Internet, you can view interesting and informative Web sites from all around the globe.

► **Move from one Web site to another**

Web page links let you effortlessly move from site to site. You can easily find information related to the topic in which you're interested.

► **Save your favorite Web site locations**

Once you've located interesting Web sites, such as the one shown in Figure A-11, you can save their Web site addresses so you can return to them later without performing another search. Internet Explorer makes it easy to compile a list of your favorite locations.

► **Use multimedia**

Web pages frequently contain video and audio clips. Internet Explorer allows you to experience the multimedia capabilities of the Web.

► **Communicate with others**

You can use your browser to participate in online discussions with other users.

► **Incorporate Web information**

Internet Explorer makes it easy to combine the immediacy of the Web with the power of Office suite programs: import data—whether it is text, graphics, or numbers—from the Web and edit it in the Office program you select, such as Word or Excel.

► **Print Web pages**

As you travel the Web, you may want to print the information you find. You can easily print an active Web page—including its text and graphics.

Click links to display
other Web pages

Click list arrow to import
and edit Web data in an
Office program

Click button to participate
in a discussion
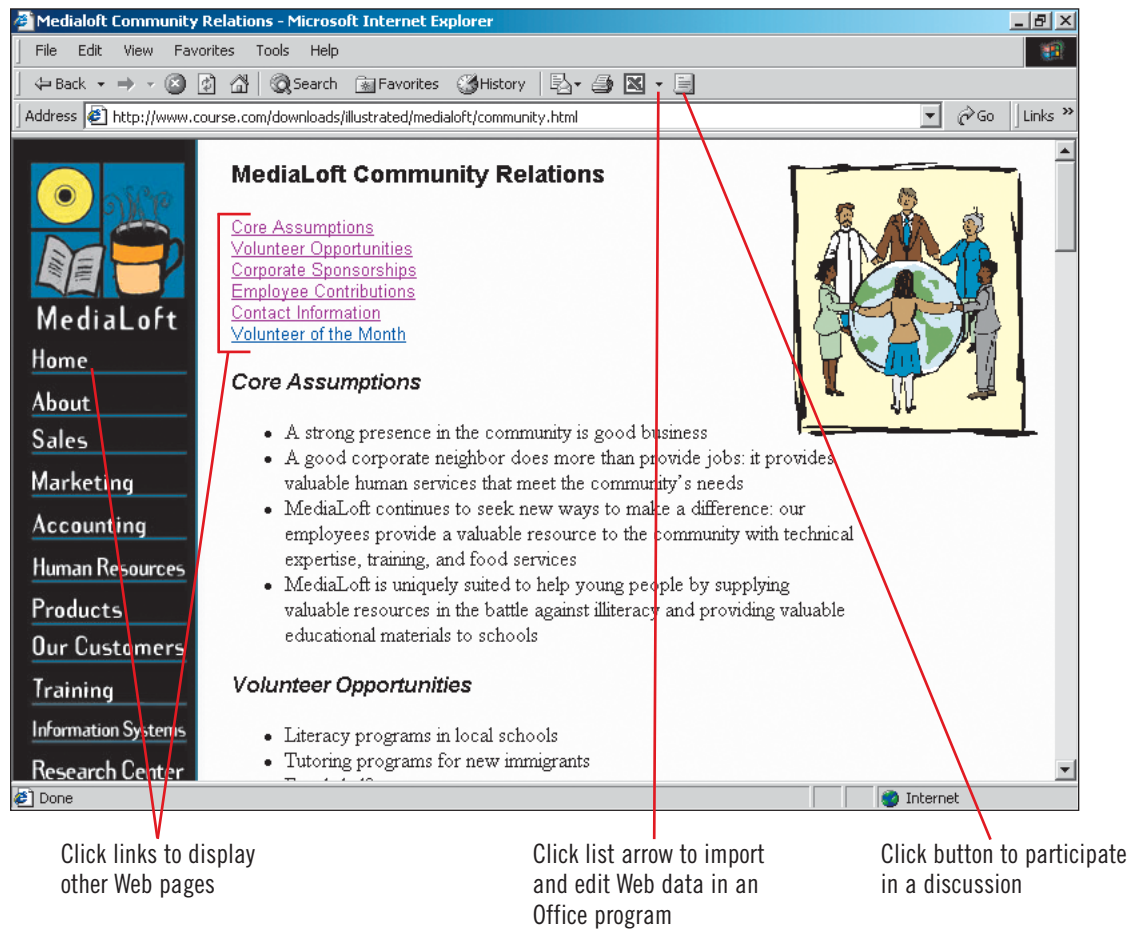
Integrating Office Information

Information created in one Office program can be used in another. This means that a chart created in Excel can be used in Word without having to be retyped or reentered. Information in an Access table can be exported to Excel and analyzed, or pasted into a Word document. An outline created in Word can be imported into PowerPoint, saving you time and allowing you to work more efficiently. Using Office, integrating information is easy and can be accomplished in many ways. ✏️ MediaLoft employees use integration as a means of working efficiently.

Details

The following are some of the benefits of using integration:

► **Create information once**

It is not necessary to retype information each time you want to use it in another document or program. For example, an Excel chart can be pasted into a Word document and a PowerPoint slide, as shown in Figure A-12. Because you can copy information into the Office Clipboard, it is easy to paste it into any other Office program. Data can also be linked, so that when the original document is changed, the pasted data is changed too.

► **Merge data**

In addition to simple copy-and-paste techniques, Office programs offer more sophisticated processes, such as merging Access data with Word. This feature makes it possible to combine information in a database with text in a letter. The result is that you can easily create form letters with the click of a few buttons.

► **Export data**

Data in an Access table can be exported to Excel. Once in Excel, the data can be further analyzed and charted. Or, a PowerPoint presentation can be exported to Word, where you can save and edit the document to create special handouts to accompany the presentation. See Figure A-13.

► **Create hyperlinks**

With so many interrelated documents being used in business, it's helpful to know that Office lets you link on-screen documents. You can click on specially formatted text or graphics called **hyperlinks** and automatically be transferred to another area of your current document, or to another document entirely.

Chart in Word
Document

Chart in Excel Worksheet

Chart in PowerPoint slide

FIGURE A-13: PowerPoint presentation in a Word document
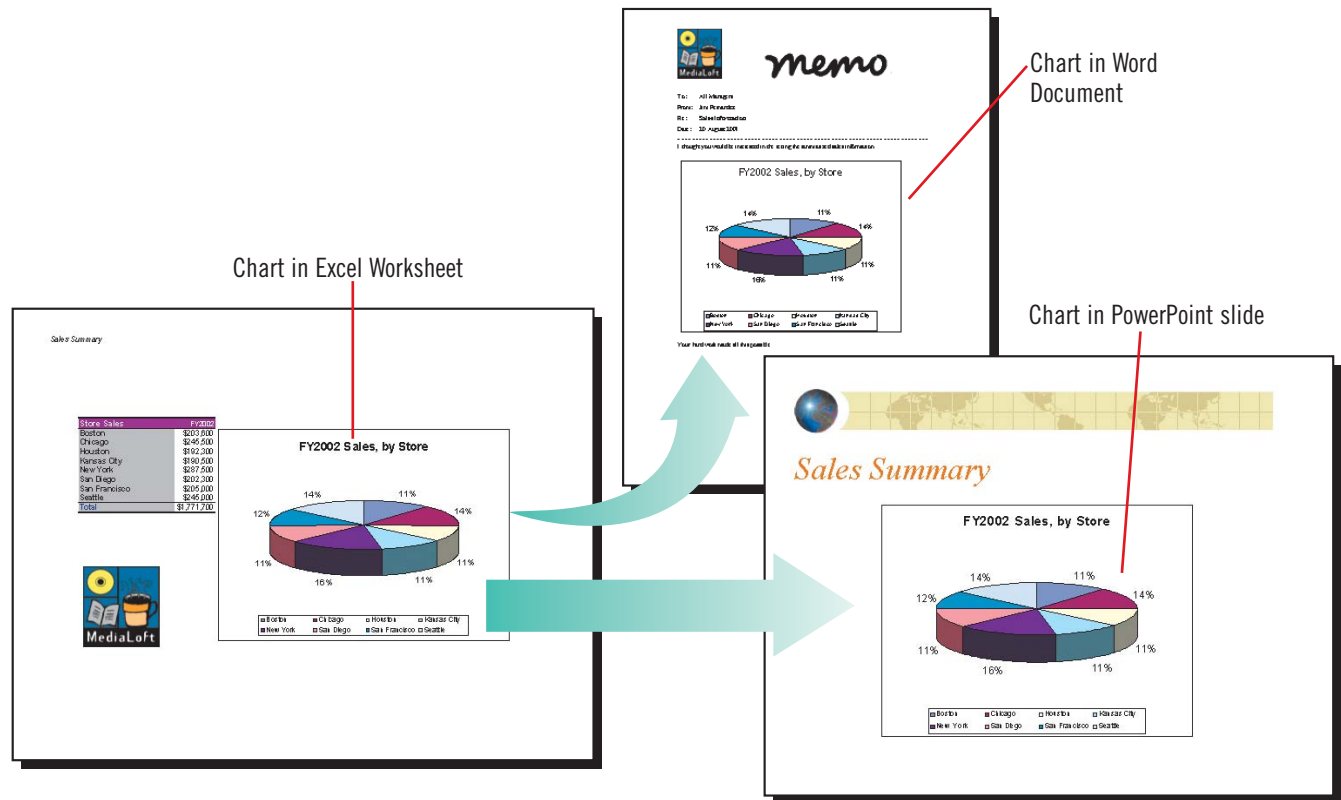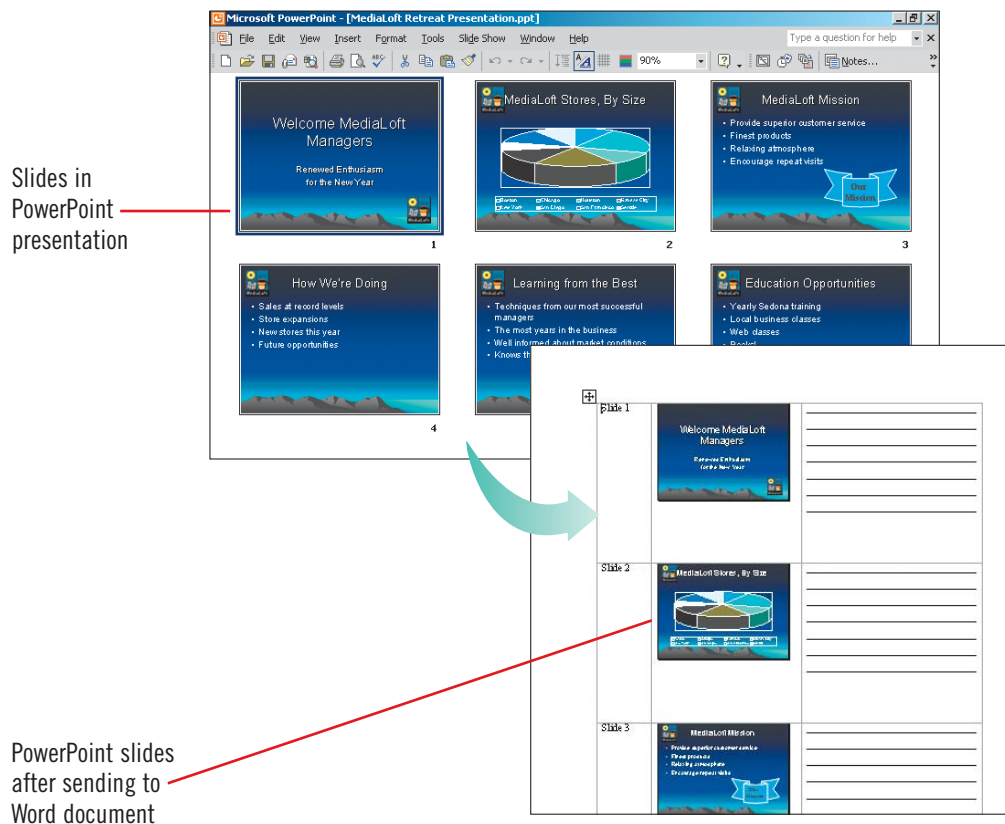
Slides in
PowerPoint
presentation

PowerPoint slides
after sending to
Word document

Managing Office Tasks with Outlook 2002

There's more to office work than creating documents, worksheets, databases, and presentations. Microsoft Outlook 2002 is an electronic **personal information manager** that helps you manage a typical business day. You can use it to schedule appointments, keep track of contacts, and send e-mail and files to people on your local network or intranet, as well as across the Internet to anyone with an Internet address. For example, using the Inbox, you can send electronic mail messages—or **e-mail**—to anyone with an e-mail address. Table A-1 describes tasks you can perform with Outlook. MediaLoft employees work more efficiently by using Outlook to send messages between stores, schedule appointments, and keep track of deadlines.

Details

The following are some of the benefits of using Outlook:

▶ **Process mail**

Use the Inbox to read, forward, reply to, and create e-mail. The Inbox displays unread messages in bold text, so you can tell which messages still need to be read.

▶ **Create an address book**

Keep track of e-mail addresses in an address book so that you don't have to type an e-mail address each time you create a new message. You can also create distribution lists so that you can easily send messages to a group of people with whom you communicate frequently, without having to enter each e-mail address over and over.

▶ **Send attachments**

In addition to the actual content of a message, you can attach individual files to an e-mail message. This means you can send a colleague a spreadsheet created in Excel, for example, along with an explanatory message.

TABLE A-1: Additional Outlook tasks

task	description
Manage appointments	Use Calendar to make appointments, plan meetings, and keep track of events
Manage tasks	Use Tasks to keep track of pending jobs, set priorities, assign due dates, and express completion expectations for tasks
Track contacts	Use Contacts to record information such as names, addresses, phone numbers, and e-mail addresses for business and personal associates
Maintain a journal of your activities	Use Journal to track project phases, record activities, and manage your time
Create reminders	Use Notes—an electronic equivalent of yellow sticky notes—to leave reminders for yourself